

EDITED TASK LISTING

CLASS: Parole Administrator I

NOTE: Each position within this classification may perform some or all of these tasks.

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| 1. | Establish working relationships with law enforcement officials and private and public agencies to educate and establish cooperation using various resources (e.g., interpersonal skills, knowledge, informational packages, meetings), on an ongoing basis. |
| 2. | Provide routine training on parole issues to law enforcement academies and training sessions to increase their knowledge of Parole functions and scope of authority using various resources (e.g., interpersonal skills, knowledge, informational packages, meetings, laws and rules, policies, procedures), on an ongoing basis. |
| 3. | Develop and implement a plan to reduce the parolees-at-large population by using various resources (e.g., staff training, services and employment referrals, tactical meetings with local law enforcement, statistical analyses, adherence to laws and policies), as needed. |
| 4. | Evaluate the performance of staff, as required by the State Personnel Board, to aid in their professional development and to ensure performance objectives/standards are met by monitoring work assignments. |
| 5. | Anticipate needs of the District to ensure staffing levels are in accordance with Memorandum of Understandings (MOUs) by utilizing various resources (e.g., workload summary, population trends, operational knowledge, personnel issues). |
| 6. | In accordance with State Personnel Board Rules and Regulations, facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant positions. |
| 7. | In accordance with Departmental fiscal policy, participates in the management of the District fiscal resources by monitoring, tracking, and prioritizing expenditures to ensure fiscal responsibility. |
| 8. | Routinely evaluate and monitor return to custody rate to attain operational consistency and to respond to circumstances that affect the District's rate utilizing various resources (e.g., statistical data, reviewing decision making process, trends). |
| 9. | Routinely analyze/review various reports to ensure they are appropriate, complete, accurate, and timely, by utilizing various resources (e.g., sampling, policies and procedures). |
| 10. | Initiate and coordinate parole staff involvement in special task forces, committees, special projects, local cooperative law enforcement efforts, and special events to enhance public safety, increase community awareness of the Parole function, and provide community assistance, utilizing various tools, equipment, and aids, as appropriate. |
| 11. | Develop positive community relationships and provide a forum for concerns by addressing and responding to issues through the utilization of various resources (e.g. interpersonal skills, presentations, meetings, open house) as needed. |

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| 12. | Address stakeholders issues by conducting administrative inquiries to facilitate resolution utilizing various resources (e.g., interpersonal skills, reviewing documentation), as needed. |
| 13. | On a regular basis educate staff by clearly communicating the Division's philosophy, values, mission, goals, policies and expectations by utilizing various resources (e.g., interpersonal skills, knowledge, manuals, policies, procedures, Penal Code). |
| 14. | Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations. |
| 15. | Orientates new staff to provide information (e.g., expectations, guidelines, logistics) utilizing various resources (e.g., Departmental Manual, Title 15, procedures), as required. |
| 16. | Establish goals for the district to provide direction and operational effectiveness by utilizing various resources (e.g., mission and vision, laws and rules, policies, procedures), as requested. |
| 17. | Initiates and/or participates in the progressive discipline process to improve employee performance or address issues of substandard performance by utilizing various resources (e.g., MOU, State Personnel Board laws and rules, Peace Officers Bill of Rights, Departmental policy), as needed. |
| 18. | Conduct staff investigations to report findings through the appropriate chain of command utilizing various resources (e.g., tools, equipment, aids), as requested. |
| 19. | Plans, organizes, and directs staff in parole units, re-entry, revocation, interstate, etc., to achieve operational efficiency utilizing effective management skills, on a daily basis. |
| 20. | Participates in the development of policies and procedures relating to the parole programs of the Department to ensure consistency and conformity with regulations, established guidelines, laws, and rules, etc. as needed and/or requested by management. |
| 21. | Interprets civil service laws, rules, regulations, departmental policies and procedures, etc. in order to gain an understanding and appropriately apply to parole matters as needed and/or upon request. |
| 22. | Assists in planning, organizing, and directing the regional training program to provide information to ensure consistency in the operation of parole programs utilizing various resources (e.g. court rulings, policies, procedures, laws, rules, regulations, manuals, etc.) as needed. |
| 23. | Trains staff to improve their skills and knowledge utilizing various methods (e.g. staff meetings, on the job, mentoring, etc.) as required for successful performance of their job. |

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| 24. | Assess the sociological, employment and geographical aspects of the parole district in order to apply this data to the daily parole operation utilizing various resources (e.g. field visits, interpersonal skills, knowledge, etc.) as needed. |
| 25. | Consults with subordinates and representatives of interested public and private agencies on parole problems and secures their cooperation to develop local facilities and community resources for the control and rehabilitation of adult parolees utilizing various resources (e.g. interpersonal skills, knowledge, policies, procedures, etc.) as needed. |
| 26. | Prepares various written documents (e.g. case management reviews, statistics, special studies, projects, reports) to provide analysis and/or information for management, staff, etc. utilizing various tools, equipment, aids and/or processes as needed. |
| 27. | Determine space and equipment requirements to ensure the needs of the district are met utilizing various resources (e.g. knowledge, policies, laws, regulations, etc.) as needed. |
| 28. | Interprets and implements the provisions of the Interstate Parole Compact to ensure compliance with various law, policies, procedures etc. as needed. |
| 29. | Develop and enhance services to assist in the successful re-integration of parolees utilizing various resources (e.g., substance abuse treatment programs, public and private agencies, etc.) as needed. |
| 30. | Carries out supervisory responsibilities in the work place with regard to department-wide mandates concerning EEO, ADA, and other personnel practices as defined by regulatory agencies and established guidelines. |